**Washington State
Department of Transportation**

Route Development Plan Comment and Concurrence Review Process

Included below are the required steps for the review and concurrence process of Route Development Plans by Headquarters Design, Program Management and Transportation Planning Office. While this process is a required element for the conclusion of a Route Development Plan (RDP) it should be noted that the earlier each of these offices are incorporated in the initial stages of RDP development, the less problematical this final review, comment and concurrence process will be.

Required Steps:

1. Issue Draft to Headquarters

- At a minimum, forward three draft copies of the RDP to Headquarters' Transportation Planning Office, Design, and Program Management for review. If other Headquarter offices are involved, include them in the review as well.

2. Roundtable Review by Headquarters

- The Transportation Planning Office will lead the review of the draft RDP within Headquarters between Design and Program Management and any other involved Headquarters offices.

3. Comments back to the Region

- TPO to compile and return comments from roundtable review to the Region's route development plan team to address.

4. Region Addresses Comments

- Route development plan team evaluates Headquarters' comments with stakeholders for inclusion and/or adjustment to RDP.

5. Document Finalized

- Route development plan team concludes RDP and completes final documentation for approval process.

6. Submit Final Document for Approval & Concurrence

- Region Administrator approves finalized RDP and it is forwarded to Headquarters Design, Program Management and Transportation Planning Office for concurrence signatures.